

**Southwick Public Library Board of Trustees Meeting Minutes
December 14, 2021**

Present: Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissaillon, Tracy Meczywor,
Lynn Blair (Library Director), and Heather Dunfee (Assistant Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on December 14, 2021 in the Community Room.

Public Comment – no public comments

Communications - study cubicles have arrived and been set-up. Just need some tables and chairs now.
- Heather Paparella did a ‘teacher appreciation day’ program.
- still working on emergency plans with the fire department - i.e. for a shooter incident and/or a lost child scenario.
- received \$10,247.55 - the first round of state aid.
- the Open Meeting Law training sessions were noted and sign-ups requested. A copy of the registration is to be sent to Lynn as well as Michelle Hill (town clerk).

Meeting Minutes – Minutes of the Nov 9, 2021 meeting were unanimously accepted.
Maria moved to accept those minutes, and Tammy seconded the motion.

Director’s Report– See attached spread sheets.

Old Business - Holiday closures were noted.

New business - The need for an additional evening circulation librarian (part time of 8-10 hours/week) was discussed. Someone has been offered the position and awaiting Select Board approval. This request is to be added to the next budget round.
- FY 2023 Budget and Staffing.
There is a need to increase the Asst. Director’s salary - discussion included the review of comparison pay charts. It was suggested to increase it by \$2-\$3/hour.
- CW MARS Line Speed Upgrade
Lynn said there have been no problems so far and recommends leaving it as it is now.
- Computer replacement schedule
Several new computers and monitors have been purchased with state aid funds to replace older ones. Two laptops were also purchased.
- It has been suggested that all library policies be put on the Library website.
- Next Strategic Plan
Start writing it in June 2022, and send it to MBLC for review before final submission in 2023. A Committee is to be formed, maybe including Staff members, Trustees, Friends (of the Library), and students.

Adjournment - The meeting was adjourned at 8:00 PM.
Move to adjourn by Tracy; seconded by Tammy. Unanimously approved.